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Activation/Mobilization Checklist

Selected Reservists are required to prepare and maintain a mobilization packet containing the following information:

Pay/Direct Deposit/Allotment

- [] Voided personal check or deposit slip (displaying bank address/telephone, bank routing/account numbers).
- [] Bank account information (bank address/telephone, bank routing/account numbers) for each desired allotment.
- [] Copy of current mortgage(s) (with principal/interest/tax/insurance breakdown) and documentation of one month's average utilities, or copy of house or apartment rental agreement and documentation of one month's average utilities.
- [] Copy(s) of current child support agreement(s).
- [] If applicable [Medical Corps, Dental Corps, Medical Services Corps, Nurse Corps], certified copies or proof of the following
 - [] current license/certificate
 - [] current BCLS, ACLS, PALS, etc.
 - [] current demographic information (Medical Corps)
 - [] internship
 - [] residency
 - [] board certification in specialty or board certification qualifications.

Service Record/PSD

- [] Certification of discharge/separation (DD-214) for all former periods of active duty.
- [] For OUTCONUS deployers, birth certificate or passport.
- [] Birth, adoption or guardianship certificates for dependents.
- [] Social Security numbers for self and dependents.
- [] Certified copy of marriage certificate for present marriage.
- [] Certified copy of documentation terminating any previous marriage (divorce/annulment/spouse's death certificate).
- [] Certification of full-time enrollment for self and college-age dependents from school registrar.
- [] Signed statement from licensed physician for dependent parent/children over twenty-one years of age who are incapacitated.
- [] Current Department of the Navy Family Care Plan Certification (NAVPERS 1740/6) (required for single members and dual-service couples responsible for family members).

Security Clearance

- [] Certified copy of naturalization papers.
- [] Names/addresses of personal/professional references (minimum of

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- three each).
- [] Names/addresses/dates of employment for past ten years (or since graduation from high school/college).
- [] Names/addresses/dates of high school/college.
- [] Addresses/dates of all residences.
- [] Names/dates/places of birth for your parents and spouse's parents.

Legal

- [] Location of current valid will.
- Copy of current power(s) of attorney (business arrangements/tax filing/child care/dependents medical emergency care/household goods/POV storage).
- [] Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits, etc.

Medical

- Copy of most recent eyeglass prescription and extra set of
- [] eyeglasses (contact lenses may not be authorized depending upon duty assignment).
- [] Extra hearing aid and batteries.
- [] Documentation of significant medical/dental condition not documented in military medical/dental records.
- [] Copy of prescription(s) issued by physician/dentist (or other documentation of approved medication(s)).
- [] Minimum 90 day supply of prescribed medications.
- [] Documentation to support enrollment of exceptional family member in available Navy/DOD programs.
- [] Documentation of enrollment in TRICARE SELRES Dental Program.

Personal

- [] Driver's license (to support issuance of government license).
 - [] For those authorized POV travel, vehicle registration and insurance documentation.
 - [] Documentation to support any claim for delay and/or exemption.
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